DOCUMENT RESUME

ED 046 187 EC 031 276

TITLE	Secondary Educational Specifications Special Education Supplement.
INSTITUTION	Bay County Public School System, Panama City, Fla.
PUB DATE	1 Apr 70
NOTE	25p.
EDRS PRICE	EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS	Architectural Programing, Curriculum Design, *Educable Mentally Handicapped, Educational Facilities, Educational Philosophy, *Educational Specifications, *Exceptional Child Services, Mentally Handicapped, *Secondary School Students

ABSTRACT

Educational specifications for secondary educable mentally handicapped children are discussed. The philosophy, instructional programs, space needs, storage, special considerations (environmental, utilities), and relationships (within the program, to closely related programs) are covered. (CD)

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EDUCATIONAL SPECIFICATIONS

SPECIAL EDUCATION REVISION

Secondary Schools
Bay County, Florida

ED0 461187

EC031276

SECONDARY EDUCATIONAL SPECIFICATIONS

SPECIAL EDUCATION SUPPLEMENT

BAY COUNTY, FLORIDA

April 1, 1970

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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GLOSSARY

SECONDARY EDUCATIONAL SPECIFICATIONS
SPECIAL EDUCATION SUPPLEMENT
BAY COUNTY, FLORIDA

I. PHILOSOPHY

A. Individual Program

A program for educable mentally retarded children should be so structured that each student is in competition only with himself and allowed to progress without comparison to the theoretical norms or with others in his group. He should be able to gain from the program a sense of human dignity and worth, a set of socially acceptable standards of behavior, and knowledge for leading a full, worthwhile life within bounds of his limitations.

B. Course Purposes and Objectives

1. *Develop social skills necessary to relate in a meaningful way to his fellow man.*

2. *Develop good work habits for the purpose of competing in the open labor market.*

3. *Develop emotional security through a mental health program.*

4. *Develop good health habits through health education.*

5. *Develop academic potential to the fullest possible extent.*

6. *Develop ability to effectively use leisure time.*

7. *Develop skills for becoming a contributing member of the home and family.*

8. *Provide opportunity for success as a participating member of the community.*

C. Course Content

Education of the mentally retarded is to develop independent living skills. Taken in this light, the aim of education for the educable retarded is the same as for the average or so-called normal: develop self-realization, improve human relationships, acquire economic efficiency, and assume civic responsibility to the degree permitted by his limitations. Most of these students will marry, raise families, and become independent through gainful employment in unskilled or semi-skilled areas of work. Teaching independent living skills for the educable mentally retarded is too broad for curriculum planning. The skills have been broken down into these components:

1. *Family, Social and Civic Skills*

   a. *Domestic Skills*

(1) Home Training
(2) Understanding and managing money
(3) Safety

b. Practical Arts

(1) Measurement
(2) Shop activities
(3) Home maintenance
(4) Job exploration
(5) Earning a living
(6) Campus work

c. Social Science

(1) Political institutions
(2) Governmental agencies
(3) Citizenship education

d. Natural Science

(1) Nature
(2) Healthful living

2. Work Habits

a. Independent work

b. Group work

c. Respect for authority

d. Safety

3. Academic Skills

a. Computation

Vocational Math

b. Language Arts

(1) Reading
(2) Spelling
(3) Writing
(4) Vocational English
(5) Oral and written composition

4. Personal and Social Adjustment

a. Leisure Arts

(1) Entertainment

(2) Travel
(3) Healthful living
(4) Inter-personal relations

II. INSTRUCTIONAL PROGRAMS

A. Course Title and/or Room Use

1. Special Education Academic Area

a. Math and Science (Vocational)
b. Social Studies and English (Vocational)
c. Speech and Testing
d. Teacher Work-Conference Area
e. Instructional Materials Center

2. Special Education Home Training-Grooming Area

3. Special Education Shop-Arts and Crafts Area

B. Activities

1. Teacher

a. Instruct regular academics
b. Instruct home learning
c. Instruct shop training
d. Instruct arts and crafts
e. Instruct speech and hearing
f. Supervise and consult work preparation
g. Disperse media
h. Evaluate

2. Student

a. Participate in study of academic activities relative to needs and level
b. Participate in home training activities relative to needs and level
c. Participate in shop training relative to needs and level
d. Participate in arts and crafts activities

C. Grouping

1. Size of Class

Class size will vary from 6 to 18 due to scheduling

2. Arrangement or Grouping of Students

State Accreditation Standards require minimum of 12 and maximum of 18 students.

III. SPACE NEEDS

A. Estimate of Space Needs

1. Projected Enrollment of Subjects

Grades 9-12 (4 x 18 = 72)

2. Policy of Group Sizes

State Accreditation Standards require a maximum of 18

3. Number of Sections of Each Group

Four sections, one each grade level

4. Number of Periods in Schedule

Six periods

5. Number of Teaching Stations Required

Six teacher stations required

6. Estimated Amount of Square Footage Needed as a "Guide Only"

Proposed Accreditation Standards, Level 2, require:

a. Teacher Work-Conference Area, including storage---------- 500 sq. ft.*
b. Speech-Testing Area, including storage------- 750 sq. ft.
c. Materials Center, including storage----------1,500 sq. ft.*
d. Academic Areas, including storage----------1,500 sq. ft.
e. Home Training-Grooming Area, including storage and restroom (456 sq. ft. above Level 2 Standards)----------1,536 sq. t.
f. Shop-Arts and Crafts Area, including finishing room and storage----------2,550 sq. ft.
g. Restrooms, Delivery Access Areas, covered walkway to adjacent Areas------- 664 sq. ft.

9,000 Sq. Ft.

* No Standard Sq. Ft. Cited
** Equivalent of Two Classrooms

B. Furniture and Equipment

1. Furniture

a. Shop

(1) 1 desk, teacher
(2) 1 chair, teacher desk type
(3) 1 stand, portable, typewriter
(4) 15 tables, student drawing
(5) 15 chairs
(6) 2 cabinets, file, 4-drawer legal-size, metal with locks

b. Home Training and Grooming

(1) 1 sofa
(2) 1 table, coffee
(3) 9 tables, trapezoidal, student, double unit
(4) 19 chairs
(5) lamps
(6) 1 table, dining, to seat 10
(7) 10 chairs, dining
(8) 1 buffet
(9) 1 hutch
(10) 2 cabinets, file, 4-drawer legal-size, metal with locks

c. Academic Area

(1) 3 desks, teachers
(2) 3 chairs, teacher desk type
(3) 27 tables, trapezoid, student, double unit
(4) 57 chairs
(5) 3 cabinets, file, 4-drawer legal-size, metal with locks

d. Art and Crafts Area

(1) 1 cabinet, drawing board storage, 83"H x 28"D x 48"W, 1 vertical partition, 2 fixed and 2 adjustable shelves, on 5" lock casters
(2) 1 cabinet, display-storage, 83"H x 24"D x 60"H 2 sloping retractable magazine shelves with storage behind, 2 adjustable shelves with chalkboard door, pull-out chart rack with 12 rails and 3 legal file drawers on 5" lock casters
(3) 15 tables, adjustable drawing, stop adjusts to any angle, locking automatically up to 30°, slides for tote tray, 30"H x 24"D x 36"L, plastic laminated surface

(4) 1 cabinet, tote tray storage, 83"H x 24"D x 60"W, hold 72 trays measuring 4½"H x 19"L x 7½"W, 5" lock casters
(5) 1 table, general purpose 3'W x 6'L x 30"H
(6) 15 stools, adjustable height, hardwood swivel

e. Speech and Testing Area

(1) 1 desk, teacher
(2) 1 chair, teacher desk type, with casters
(3) 1 table, multi-purpose
(4) 1 cabinet, file, 4-drawer legal-size, metal with locks
(5) 6 chairs, student, with casters

f. Teacher Work-Conference Area

(1) 3 tables, multi-purpose
(2) 6 chairs
(3) 4 cabinets, file, 4-drawer legal-size, metal with locks
(4) 4 desks, teacher
(5) 4 chairs, teacher desk type

g. Materials Center

(1) 1 desk, charging, 1 unit
(2) 1 table, periodical index, double face, double tier 90" x 54"
(3) 3 tables, trapezoidal, 30" x 30" x 60" x 20"H
(4) 1 table, card catalogue
(5) 1 stool, library desk type
(6) 36 chairs, 17" high, fiberglass shell, reinforced, steel tubing legs, assorted colors
(7) 12 chairs, lounge type, assorted colors
(8) 1 rack, newspaper, low table type with 10 split rods
(9) 1 stand, atlas
(10) 1 stand, dictionary
(11) 1 cabinet, card, catalog, 60-drawer, with 26" leg bases
(12) 2 cabinets, file, legal-size, 4-drawer, metal with lock
(13) 1 truck, book
(14) 1 lectern, with light and A-V outlets
(15) 1 display case, lighted, sliding glass front with locks, blind storage near floor

2. Equipment

a. Shop

(1) 3 benches, woodworking, 4-place locker type, 54" x 64" bench surface, 2¼" thick maple top equipped with 4 vises, 12 locks or drawers in base
(2) 1 saw, band, 20", for instructors
(3) 1 press, drill, 14"
(4) 1 saw, jig, 24"
(5) 1 sander, belt and disc
(6) 1 tool crib, steel, 8' x 10'
(7) 1 bench, electrical
(8) 1 bench grinder
(9) 1 polishing motor, 2 speed, 1/4 H.P. 2 spindle, 1725 and 3400 rpm with switch and hoods
(10) 1 cabinet, tool, metal work
(11) 1 anvil
(12) 1 booth, 2 arc welding machines
(13) 1 saw, hack, hand
(14) 1 dust and chip collector
(15) 1 air compressor
(16) 1 battery charger, heavy duty
(17) 1 tool cabinet, machine, on rollers, with chest
(18) 1 vacuum, shop type
(19) 6 3/8" small electrical sander - drill, etc. (assorted,
(20) 1 hoist, heavy duty, mobile
(21) Adequate hand tools shall be available

b. Home Training and Grooming

(1) 5 machines, sewing, electric
(2) 2 boards, ironing
(3) 3 boards, cutting
(4) 1 stove, 2 ovens
(5) 1 refrigerator
(6) 1 washer, clothes, electric
(7) 1 dryer, clothes, electric
(8) 1 dishwasher, electric

e. *Academic Areas*

(1) 3 tackboards, portable
(2) 3 holders, chart
(3) 3 baskets, waste
(4) 1 platform, portable, small

d. *Arts and Crafts Area*

(1) 72 tote trays 2½'H x 19"L x 7½"W
(2) 15 easels, table type
(3) 1 trimming board with stand 37" x 31"
(4) 1 pencil sharpener, multi-sized
(5) 1 drying rack for graphics
(6) 1 hot plate, double, 3 phase, 120V
(7) 1 iron, electric, steam and dry, 120V
(8) 1 kiln, with pyrometer and automatic cutoff, 3 phase, 2350 degrees F, cone 10 maximum, 20" x 20" x 20", side loading, with furniture
(9) 1 wedging board area, (preference outdoor area) 12 linear feet
(10) 15 banding wheels, 12" head, heavy cast iron

e. *Speech and Testing Area*

(1) 1 tackboard, portable
(2) 1 mirror, portable

f. *Teacher Work-Conference Area*

(1) 2 typewriters, one large type, one regular
(2) 1 machine, duplicating

g. *Materials Center*

(1) 8 carrels, wet
(2) 1 viewing screen, portable
(3) 1 viewing screen, wall mounted
(4) 2 projection carts
(5) 1 record display unit, mobile
(6) 1 projector, 16mm
(7) 2 projectors, 8mm super
(8) 1 projector, opaque
(9) 2 projectors, slide
(10) 2 projectors, filmstrip
(11) 1 viewer, filmstrip
(12) 1 monitor, television
(13) 4 record players
(14) 1 radio, AM-FM

IV. STORAGE

A. Number, Types, and Sizes of Items to be Stored

1. Shop Area

a. 500 board feet lumber
b. 6 sheets plywood
c. 15 gallons paint, thinner, etc.
d. 50 lbs nuts, bolts and nails (assorted)
e. Students' 3-dimensional work-in-progress

2. Home Training and Grooming Area

a. Students' 3-dimensional work-in-progress
b. 60 yards of cloth, etc.
c. 15 lbs of cereals
d. 25 lbs of foodstuff (assorted)

3. Academic Area

a. 50 textbooks
b. General classroom supplies
c. Students' 3-dimensional work-in-progress

4. Arts and Crafts Area

a. paper 24" x 48"
b. Paper, rolls 48" wide, 36" wide
c. Paint, bottles and tubes
d. Small hand tools
e. Easels
f. Brushes
g. Clay, damp box
h. Adhesives, gallon containers
i. Work-in-progress, clothesline type, 3-dimensional
j. Books and periodicals

5. Speech and Testing Area

a. Speech materials
b. Testing and evaluation materials

6. Teacher Work-Conference Area

a. Resource materials, 2 and 3-dimensional
b. Teacher manuals
c. Reference materials
d. Papers, small office supplies, etc.

7. Materials Center

a. Books
b. Periodicals
c. Films, filmstrips, slides, transparencies
d. 3-dimensional models
e. Reproductions, pictures, 2-dimensional art
f. Audio-visual equipment

B. Size of Cabinets or Shelving

1. Shop Area

a. One wall in storage room shall contain base and overhead cabinets with sections 2'x2' in size, adjustable shelves
b. One wall in storage room shall have adjustable shelves 12" deep, to a height of 8'

2. Home Training and Grooming Area

a. One end of room shall have base and overhead cabinets 2'x2' in size, adjustable shelves
b. One 8' x 10' pantry with base and overhead cabinets 2'x2' size sections, adjustable shelves
c. Bathroom, base cabinet housing lavatory with storage

3. Academic Area

a. 3 sight barriers, portable, 8 linear feet sections, 4 adjustable shelves, 5" casters
b. One side of rooms shall have base and overhead cabinets, 2'x2' size sections, adjustable shelves
c. One side of room should have cabinets 1'x1' size around the sink, adjustable shelves

4. Arts and Crafts Area

a. 90 linear feet 24" deep. Height, floor to ceiling acceptable. Some counter-top available between base and overhead cabinets. Counter surface formica or equal. Sliding doors with locks

5. Speech and Testing Area

a. One side of room shall have base cabinets 2'x2' size sections, adjustable shelves

b. One side of room shall have base and wall cabinets 2'x2' size sections, adjustable shelves
c. One end of room shall have base cabinets 2'x2' size around sink, adjustable shelves

6. Teacher Work-Conference Area

a. Both ends of room shall have adjustable shelves 1 foot deep up to a height of 5 feet

7. Materials Center

a. One side of room shall have base and wall cabinets with counter area, underneath storage 28"D base, overhead storage 18"D

C. Size of Storage Area

1. Shop Area - 12' x 12'

2. Home Training and Grooming Area - 8' x 10' pantry

3. Academic Area - none, other than cabinets

4. Arts and Crafts Area - none, other than cabinets as sight barriers

5. Speech and Testing Area - none, other than cabinets

6. Teacher Work-Conference Area - none, other than cabinets and shelving

7. Materials Center - none, other than provided by sight barriers

V. SPECIAL CONSIDERATIONS

A. Environmental

1. Visual

a. Shop
(1) adequate lighting
(2) safety zone lines are indicated around all power equipment
(3) all laboratory has adequate housekeeping program
(4) all equipment is safety color coded
b. Home Training, florescent or recessed, adequate lighting
c. Academic, florescent or recessed, adequate lighting, provision for A-V viewing
d. Arts and crafts, display areas of finished work

especially need lighting which can be varied in color, angle and intensity. Colors and textures of wall, floor, ceiling and cabinet surfaces should be psychologically uplifting. Equipped for A-V viewing

e. Speech, florescent or recessed, adequate lighting, provision for A-V viewing
f. Teacher Work-Conference Area, florescent or recessed, adequate lighting
g. Materials Center, adequate lighting, provision for A-V viewing

2. Hearing

a. Shop Area, sound controlled, acoustical treated floor, walls and ceiling, baffels to muffle sound transfer to surrounding areas (walls should extend to roof deck)
b. Home Training and Grooming Area, sound controlled, acoustically treated floor, walls and ceiling
c. Academic Area, sound controlled, acoustically treated floor, walls and ceiling
d. Arts and Crafts Area, acoustically treated surfaces on floors, ceilings, walls and furnishings
e. Speech Area, acoustically treated floor, walls and ceiling
f. Teacher Work-Conference Area, sound controlled, acoustically treated floor, walls and ceiling
g. Materials Center, sound controlled, acoustically treated floors, walls, ceiling and furnishing

3. Climate Control - Heating, Ventilating, Temperature

a. All areas climatically controlled
b. Shop, adequate ventilation and exhaust fan for finishing room
c. Home Training and Grooming Area, ventilation over oven and in bathroom
d. Arts and Crafts, climatically controlled, adequate ventilation and exhaust

B. Utilities

1. Shop

a. Electrical panel, master switch, comply with most current safety standards
b. All lighting fixtures shall have safety shields
(1) 1 220V convenience outlet for use at electrical work bench
(2) 1 220V convenience outlet and 1 110V double convenience outlet for connection of electrical machine to be located near garage door entrance for extension of work area when necessary

(3) 2 110V double convenience outlets on each wall, not obscured by cabinets

c. 1 exhaust, finishing room
d. 1 telephone (may be extension from Home Training)
e. 1 deep sink for custodial use
f. 1 drinking fountain
g. 1 lavatory sink

2. Home Training and Grooming

a. double sink, light overhead, hot and cold water
b. adequate lighting
c. telephone
d. 1 garbage disposal
e. 5 220V convenience outlets for heavy equipment
f. 110V double conveninece outlets on 6 foot centers on each wall
g. Bathroom, complete home type with vanity - 2 double convenience outlets above vanity top, with two sinks
h. Shower water temperature in grooming area should have adjustable control for teacher

3. Academic

a. 3 sinks, hot and cold water
b. adequate lighting
c. 2 110V double convenience outlets on each wall
d. 110V double convenience floor outlets on 12 foot centers

4. Arts and Crafts

a. 1 sink island or peninsula with 2 sinks of 18 gauge stainless steel, acid resistant, complete with gooseneck type faucets, strainers and interceptor trap, complete with drinking bubbler, both hot and cold water provided
b. 110V double convenience wall outlets on 6 foot centers free of cabinets
c. 220V convenience outlet for kiln area

5. Speech and Testing Area

a. adequate lighting
b. sink
c. 2 110V double convenience outlets on each wall

6. Teacher Work-Conference Area

a. adequate lighting
b. telephone extension from Home Training
c. 2 110V double convenience outlets on each wall, free of cabinets

7. Materials Center

a. Sink with hot and cold water, counter top
b. 110V double convenience outlets located along walls on 15 foot centers and across any open area some distance from wall

8. Restroom facilities for general student use

C. Service - School and Community

1. Access Drives

a. Shop must be accessible to heavy trucks
b. Home Training accessible to cars and delivery trucks
c. Must support heavy trucks

2. Parking - N/A

3. Doorways and Delivery, Access

a. Shop

(1) one doorway sufficient for large truck to enter
(2) Sliding door
(3) Covered carport attached to shop facility with sufficient clearance to street at garage door for outside work area

b. Home Training and Grooming, accessible to delivery truck
c. Academic Areas, soundproof folding door between academic rooms

D. Storage - N/A

E. Floor Materials, Room Finishes (Performance Qualitites Only)

1. Shop Area

a. Acoustically treated floors impervious to soil
b. Acoustically treated walls extending to roof deck
c. Acoustically treated ceilings

2. Home Training and Grooming Area

a. Acoustically treated floor impervious to soil
b. Acoustically treated walls
c. Acoustically treated ceilings

3. Academic, Speech and Testing, Teacher Work-Conference and Materials Center Areas

a. Acoustically treated walls
b. Acoustically treated ceilings
c. Acoustically treated floors

4. Arts and Crafts Area

   a. Acoustically treated floors impervious to soil
   b. Acoustically treated walls which can be used for visual projection, display and substitute for chalkboard
   c. Acoustically treated ceilings
   d. Maximum of display surfaces with variety of textures and color coordination

5. All areas shall have minimum of 4' x 8' bulletin board surface.

6. All areas shall have minimum of 4' x 8' chalkboard surface or equivalent.

7. Floor covering shall run under walls which are demountable or folding.

8. Walkways, loading areas and service areas shall have provision for joining, abutting and covering.

VI. RELATIONSHIPS

A. Within the Program

1. Shop shall have observation booth with sound and one-way glass.

2. Home Training shall have observation booth with sound and one-way glass.

3. Academic shall have observation booth with sound and one-way glass.

B. To Closely Related Programs

1. Shall be adjacent to Industrial Arts.

2. Shall be in close proximity to outside entrances.

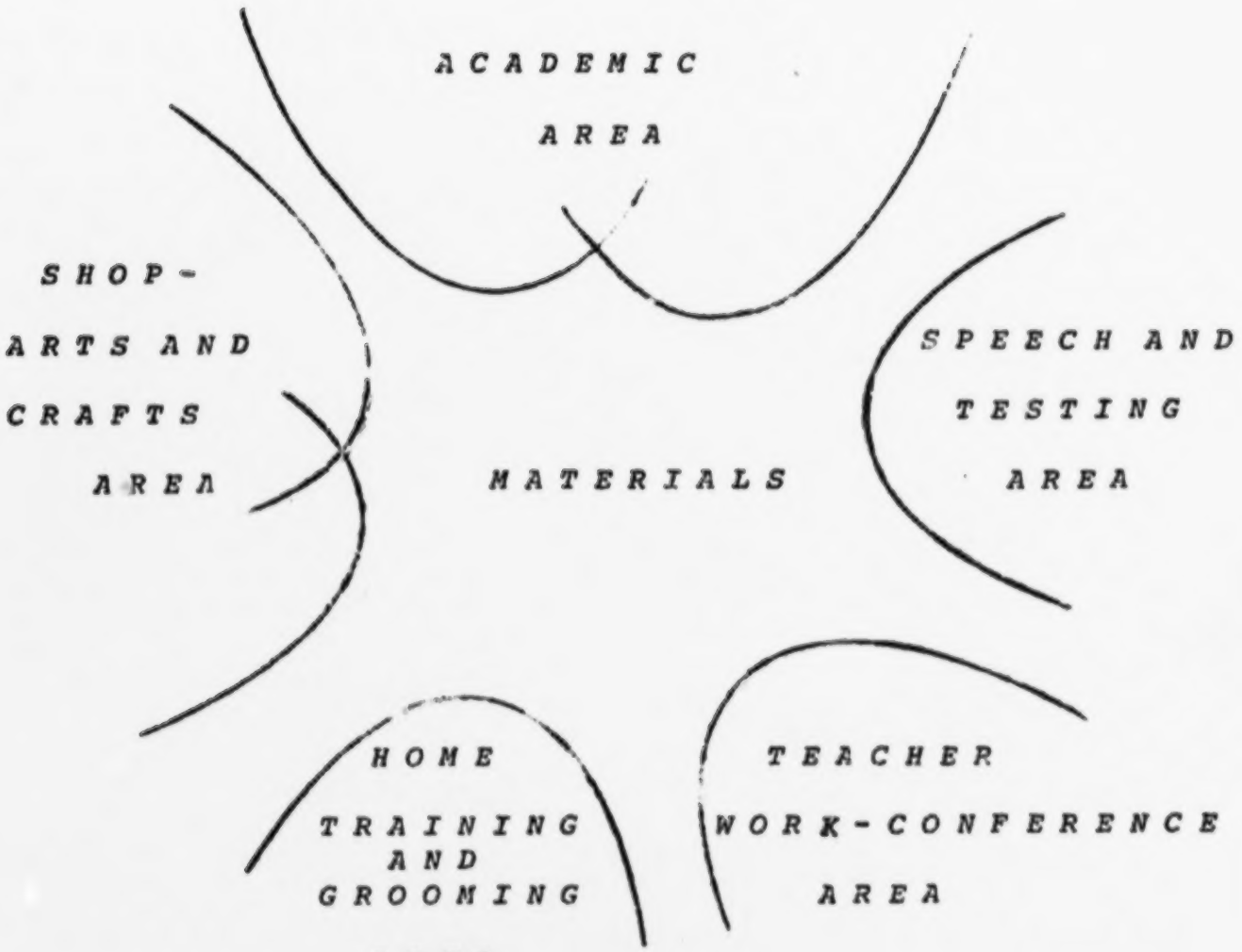
C. To Entire Campus

1. Covered walkway to adjacent areas.

2. Shall be non-adjacent to quieter academic areas.

VIa. *RELATIONSHIPS (BUBBLE DIAGRAM)*

A. *Within The Program*



VII. OVERALL CONSIDERATIONS:

A. Provide Student-Teacher restrooms with:

1. Mirrors over lavatory and vanity areas.
2. Paper towel and toilet tissue dispenser.
3. Separate shower and tub unit with clothes hooks, handrail, towel rack and soap dish for grooming area.
4. Sanitary napkin dispenser for teachers' restroom.
5. Enclosure of one toilet in both boys' and girls' restroom with curtain to accommodate wheel chair.
6. Drains in floor of bathrooms and grooming area.
7. Hose bib in all restrooms.

B. Provide host bib on exterior of building

C. Protect all exposed water pipes

D. Provide doorways at least 36" wide

E. Provide ramps, rather than steps

F. Provide handrails for special toilet facilities

G. Install electrical outlets above counter heights where applicable

H. Provide 1300 cu. ft. 3-dimensional area for models, student projects, sculpture, special exhibits. Provide 64 sq. ft. 2-dimensional display space in addition to that specified in V. 5 (page 15).

I. Provide sand traps at all exterior entrances

J. Comply with all local and state safety and fire regulations

K. Provide garbage disposal in Home Training Area

G L O S S A R Y

Acoustical material: Material used to absorb or reflect sound

Acoustically treated: Finished with materials of desirable accustical qualities

Batt insulation: An insulating material composed of fiber glass adhered to a paper, the back of which is coated with aluminum foil

Beam: A horizontal structural member

Bubble Diagram: A diagrammatic relationship of physical facilities

Building Module: Sequential building grid - example: 4x4, 5x5 grid

Built-in: Permanently attached to wall or floor

Classroom: An instructional area of specified size and usage

Closed Circuit Television: A television system which limits distribution of an image to those receivers which are directly connected to the program initiation point by coaxial cable or microwave link

Colorato (Driver Education): Machine for testing sight

Computor Assisted Instruction: A system whereby a student communicates with a stored program by typing input at a student station and receiving feedback information from the computer. Visual facilities may be attached

Conference Desk with Overhang: A desk with sufficient extension to the side of teacher for student to be seated and work comfortably

Consultant: An individual from outside the local school district system who has special assistance to offer in planning and implementing improvements

110V Convenience Outlet: Duplex electrical outlet for 110 volt usage

208V or 220V Convenience Outlet: An electrical outlet for 208 volt or 220 volt usage

Decibel: A unit of measurement for sound

Demountable Wall: A wall that can be completely removed, yet functions as a permanent wall when in place

Depth Perception (Driver Education): Machine for testing sight

Dial Access: Method of receiving an audio or visual transmission from a central source by utilizing a digital dialing

District Media Center: A carefully designed facility which provides instructional materials to augment those of the school media center

Educational Media: Refers to all instructional materials (print and non-print) and the equipment necessary for effective utilization of the materials

Egress: Exit

Electrical Book Charger: An electric machine for qutomatically stamping a borrower's number and date on a card used for circulation of books or other media (a timer)

Electronic Media: Those educational media (as defined for accreditation purposes) which are transmitted or displayed by electronic means

Field of Vision (Driver Education): Machine for testing sight

Foot Candle: A unit of measurement of light

Forum Discussion Formation: Arrangement allowing discussion involving audience

Free-standing: Not permanently attached to wall or floor, no wheels or casters, rest either against a wall or in the open

Institutional Size (Food Service): No. 10 size cans or larger of foodstuffs, usually packed six to case

Instructional Staff: Persons employed in positions for which a certificate is required and assigned on a district-wide area or school basis to

administer a phase of the school program or to provide technical skills shall be considered to be members of the total instructional staff

Intercommunication System: A comprehensive system of intercommunication between all departments, teaching stations, and related facilities

Large Conference Room: Grouping of learners into numbers of 30, 60, 90, 120, etc., or more enabling mass exposure to visual and/or verbal observation

Loop Antenna: Wire under carpet, in ceiling, or wall, around table, used to transmit signals

Lowrater: Self-leveling dispenser

Magnetic Board: An instrument for projecting microscopic slides

Modular Scheduling: Flexible scheduling which provides for blocks of time, variable in length and spacing

Movable Space Dividers: Storage cabinets, chalkboards, etc., used as sight barriers

Multi-purpose Conference Room: An area containing flexible facilities to accomodate a wide scope of uses

Non-instructional Staff: Persons employed in positions for which a certificate is not required and assigned on a district-wide area or school basis to administer a phase of the school program or to provide technical skills

Panic Hardware: Hardware used on exit doors to provide quick, positive egress from a building

Pod or Cluster: Groups of classrooms usually designed on open concept

Portable: Capable of being carried, easily moved from one place to another

Positive Ventilation: Input of air greater than outtake

Proofing Cabinet: Cabinet providing controlled heat for developing yeast in bread products

Realia: Tangible or visible things that serve the prupose of teaching, such as objects, relics, specimens, replicas, and exhibits

Referral Services (Guidance): Services outside the school to which students are directed for help, such as Health Department, Guidance Clinic, Welfare Department, Employment Service, etc.

Rigid Insulation: An insulation of fiber glass, pressed wood fibers, etc., with an inherent rigid composition

Safety Regulations:

Simulator (Driver Education): Trailer equipped with instruments and devices in approximately 12 student stations for simulated in-life driving instruction

Small Conference Room: An area of assembly for 8-12 people (Guidance)

Small Group Instruction: Grouping of learners into numbers of 28 or less enabling interaction for maximum communication

Differentiated Staffing: Use of talents, interests and professional ambitions of each member of a school staff in an effective, productive and satisfying manner to provide students with the best possible education

Square Feet:

Student Station: Place from which student normally functions while in learning environment

Study Carrel: A student study station. Utilized desk, table, or booth designed to facilitate effective study. May include electronic and

optical devices for disseminating information; controlled either by the student or outside programming services as teaching machine, audio transmission and reception facilities

Syncromist: Fine insecticide spray control

Tack Board: Board usually made of cork for display purposes

Teacher Station: An area of instruction (classroom)

Team Teaching: Instruction prepared and activated by 2 or more professionally certified personnel

Television Monitor: Viewing station for television

Visual Acuity (Driver Education): Machine for testing sight

VTR: Video Tape Recorder

Wet Carrel: Study carrel equipped with electric components, including signals

Wire Mold: An electrical device of a continuous nature in which the outlets are spaced on a 12-inch, 24-inch, etc., basis

Clerk of the Works: Person employed by the School Board as a full time liason between Superintendent, architect, and contractor to indure construction complies with specifications